

Office of Logistics**Staff Meeting****n o t e s**

Listed below are the topics that were discussed at the D/L Staff Meeting on 23 Dec 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

23 December 1987

1. The Director of Logistics is pleased to announce the following SIS promotions of OL senior managers, effective 3 January 1988:

25X1 [redacted] SIS-01 to SIS-02 - Chief, Installations
 25X1 and Logistics Office, [redacted]
 25X1 [redacted] SIS-02 to SIS-03 - Chief,
 Procurement Division
 25X1 [redacted] GS-15 to SIS-01 - Chief, Operations Group,
 FMD
 25X1 [redacted] SIS-02 to SIS-03 - Chief, Procurement
 Management Staff, DS&T
 25X1 [redacted] received competitive SIS
 25X1 step increases. Congratulations to all!!! [redacted]

2. The following reassignments of OL senior officers are announced. These reassignments will be effective in the near future:

25X1 [redacted] Executive Officer, OL
 Chief, Printing and Photography
 Division, OL
 25X1 Deputy Chief, Logistics Operations
 Center [redacted]

25X1 3. [redacted] Contracting Officer
 25X1 with the [redacted] OD&E, was presented an award on
 18 December 1987, for his sustained superior performance over
 the past 13 years. In 1986, Bill became the contracting
 officer, negotiator, and administrator for the efforts leading
 to a current OD&E Program; the largest development initiative

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ever undertaken by OD&E. During this timespan, Bill worked for 11 group chiefs and a number of OD&E directors to make procurement an integral part of OD&E's program management. He has been a loyal part of the program effort in assisting the technical office in performance of its mission. Bill's outstanding accomplishments reflect credit on himself, the Agency and OL. []

4. Special Achievement Awards were presented to [] at the OL Staff Meeting on 23 December 1987:

[] Logistics Officer, Logistical Support Staff (LSS), P&PD, was presented a Special Achievement Award for the period November 1986 through July 1987. During this time, Joyce was responsible for ordering, warehousing, and distributing over 1,200 supply items; setting up and monitoring numerous service and maintenance contracts; maintaining all of P&PD's accountable property records; monitoring a [] non-personal services budget; and providing general logistical support to [] P&PD employees. At the time of her assignment, the Chief, LSS, was heavily involved in an audit and as a consequence, Joyce had to learn her job, as well as that of the Staff Chief. Her performance of these varied and often difficult duties was exemplary. []

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[] Printing Production Specialist, P&PD, was presented a Special Achievement Award from March through October 1987 for his sustained excellent performance in the Printing Planning Staff where he received printing requests, plans and coordinated production requirements, gave technical assistance of P&PD and customer personnel, and provided liaison between P&PD and the Government Printing Officer. Because of Tim's broad technical background, ability to clearly convey complex instructions, and willingness and capability to accept additional responsibilities, he was a major factor in the production planning of five particularly demanding and noteworthy printing projects; []

[] OL Training Catalog; many OL division Items of Interest; most of the materiel for the Human Resource Modernization and Compensation Task Force; and the new Personal History Statement packages. Tim's knowledge contributed greatly to the success of all of these projects.

5. The following individuals were presented Exceptional Accomplishment Awards:

[] Offset Stripper Group Chief, P&PD, was presented an Exceptional Accomplishment Award on

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23 December 1987 for his performance during the period 30 March through 31 October 1987. Because of personnel shortages and reassignments during this time, David had to assume the duties of his immediate supervisor while continuing to perform his own job. He took advantage of his expanded role to make several important and lasting improvements affecting the Press Branch operations. David's endeavors are a testament to his printing expertise, organization and management abilities, interpersonal skills, dedication and perseverance.

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[redacted]

25X1 [redacted] was presented an Exceptional Accomplishment Award on 17 December 1987, for his negotiations of a leasing project which resulted in an estimated savings of \$59,000 over three years. [redacted]

25X1 6. [redacted], OL's Chairman for the 1988 Combined Federal Campaign, reported that as of 16 December, the final day of the campaign, OL employees had contributed a total of \$21,371, surpassing the OL goal of \$21,345. Contributions to the EAF totalled \$2,746.50 and to the PSAS totalled \$1,070.60. Total OL contributions to all three funds were \$25,788. The D/L noted that this is the first time in recent years that OL has achieved its CFC goal and thanked Chatman, personally, for his work in making this a successful campaign. The D/L wishes to thank all of the OL representatives (See Attachment B) for their efforts in making the OL campaign one of the best in recent history. [redacted]

25X1 7. This week's Item of Interest (Attachment C) from Budget and Fiscal Branch features an article on Reimbursement for Long Distance Telephone Calls. [redacted]

25X1 8. During the period 15 through 19 December, OL completed the final phase of the move of the Office of Development and Engineering into the second floor [redacted]. This move involved the relocation of 153 pieces of Wang equipment, 30 workstations, 961 boxes, 23 safes and two tractor-trailers loaded with furniture. [redacted]

25X1 9. During the past week, the Newton Asphalt Company paved a section of Route 193, the intersections of Potomac School Road and Route 123, Merchant Lane and Route 123, and the visitor processing lane at the Route 123 Visitor Control Center. [redacted]

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[redacted]

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Attachments

- A. One Individual Can Make a Difference
- B. CFC Volunteers
- C. B&F Item of Interest
- D. January Visitations

S E C R E T

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics extends a sincere "well done" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "can-do" image of our office:

25X1 [REDACTED]

A letter of appreciation, dated 15 December 1987, from the Deputy Director for Administration, the Printing and Photography Division was acknowledged for their fine support in providing examples of their finished intelligence productions for the DCI Staff Meeting. Mr. Donnelly explained the stack of sample documents, which measured eight to ten inches, gained P&PD a lot of respect. [REDACTED]

25X1 [REDACTED] was commended in a memorandum, dated 14 December 1987, from [REDACTED] Chief, Support Staff, Administrative Management Division (AMD), OC, for her excellent support during her temporary assignment to AMD during the period 13 July through 16 November 1987. [REDACTED] stated that Virginia is a motivated and conscientious worker. Her "can-do" attitude exemplified the spirit and effectiveness of a truly good OL Officer. [REDACTED]

25X1 [REDACTED], Procurement Division, was acknowledged in a letter, dated December 7, 1987, from John Cardullo, Director, Sales and Marketing, Technology Information Products Corporation, for her fine efforts in getting the maintenance renewal order through the process. Mr. Cardullo said that thanks to Garrilyn, this process was completed in a timely and expeditious manner. [REDACTED]

25X1 [REDACTED]

25X1 [REDACTED]

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ITEM OF INTEREST

REIMBURSEMENT FOR LONG DISTANCE TELEPHONE CALLS

The issue of reimbursement for long distance telephone calls is frequently raised by TDY travelers. Guidance on this subject, however, has been sketchy, at best, with the result that Agency and Government-wide travelers have probably not been treated equally. The General Services Administration (GSA), who has responsibility for the promulgation of domestic travel regulations, has, at long last, recognized this shortfall and issued regulatory guidance. It is particularly noteworthy that in this period of reduced benefits and budgets, GSA has elected to take a rather liberal approach to this issue.

In accordance with these revised regulations, employees are entitled to reimbursement for long distance telephone calls in the following circumstances:

- 1) When an employee is traveling within the United States for more than one night, he/she may make one brief phone call per day to his/her residence.
- 2) When an employee, traveling within the United States on Government business, is delayed due to official business or transportation problems, he/she may call the family to notify them of a change in schedule.
- 3) When an employee becomes ill or is injured while in a TDY status in CONUS, he/she may make phone calls to the traveler's family and/or doctor.

GSA admonishes that employees are expected to be judicious in the use of long distance telephone calls. Accordingly, reimbursement for long distance telephone calls under the first and second circumstances listed above will be limited to those of less than 5 minutes in duration. Telephone calls in the third circumstance will have to be handled on a case-by-case basis.

Employees traveling overseas are expected to utilize Organization communication facilities to report injuries or changes in schedules. Reimbursement for overseas telephone calls cannot be allowed unless the call is made to report a change in schedule or the employee is unable to use the Organization communication facility. In the latter instance employees are reminded that use of nonsecure telephones only under circumstances involving dire emergencies.

ATTACHMENT D

OL VISITATION SCHEDULE

January 1988

	<u>OFFICER</u>	<u>COMPONENT</u>	<u>DATE</u>
	C/IMSS	C/AS/ALA and Logs Officer	01-07-88
STAT	C/P&PD	C/EA [] and Logs Officer	01-08-88
	C/PMS	C/AS/FBIS	01-11-88
STAT	C/IMSS	[] and Logs Officer	01-11-88
	C/SD	C/SB/ORD and Logs Officer	01-12-88
	C/PD	C/SG/NPIC and Logs Officer	01-12-88
	DD/L	D/OF	01-13-88
STAT	C/FMD	C. []/AF and Logs Officer	01-14-88
	PE	C/A&CD/OF	01-15-88
	PE	C/CSAD/OF	01-15-88
	C/SD	C/AS/OIR and Logs Officer	01-19-88
	C/PD	C/OGI/AS and Logs Officer	01-19-88
	DD/L	D/OS and Logs Officer	01-20-88
	C/PMS	C/AS/LDA and Logs Officer	01-21-88
	C/FMD	C/IMS and Logs Officer	01-22-88
STAT	D/L	[] and Logs Officers	01-22-88
	C/P&PD	EO/OP and Logs Officer	01-26-88
	D/L	C/CATF and Logs Officers	01-29-88
STAT	C/RECD	[] and Logs Officer	TBD
	C/RECD	C/SS/OIT and Logs Officer	TBD